

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

HOUSING COORDINATOR

DEFINITION

Under the direction of the Housing and Community Development Supervisor, the position is responsible for the development, coordination and oversight of the City's and Redevelopment Agency's housing programs to meet the City's long and short-term housing goals and objectives.

EXAMPLES OF DUTIES

Identify and work with for-profit and non-profit housing development organizations in developing affordable housing projects; negotiate and monitor contracts; develop and evaluate RFP's relating to affordable housing development; assist in developing new housing assistance programs, new housing development projects, criteria for new construction programs, and in negotiating lending agreements and contracts with financial institutions for housing programs; and in negotiating lending agreements and contracts with financial institutions for housing programs; work on site acquisition for housing programs. Additional duties are to analyze housing project development Pro Forma; maintain a liaison relationship with the County, the State and Federal Agencies which administer housing programs; provide assistance to those individuals seeking housing assistance; monitor compliance of affordable housing projects; prepare and maintain the HUD Consolidated Plan and Annual Performance Reports; and, assist with the compiling of the Housing Element; and, performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of: Real Estate lending practices and underwriting standards, and housing development finance; as well as, knowledge and experience with a redevelopment agency's housing fund and with HUD's Community Development Block Grant (CDBG) and HOME programs along with laws, regulations and funding requirements relating to State and Federal assisted housing programs.

Ability to: Prepare clear and concise written reports and recommendations, both written and oral, to the City Council, Redevelopment Agency and at public meetings; maintain effective working relationships with City Council members, City Staff, the real estate development community, non-profit organizations, civic groups and the general public. Additionally, be sensitive to the housing needs of the City's lower-income

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residents, and translate knowledge into policy options for City Council and Redevelopment Agency. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Bachelor's degree in Public Administration, Business Administration, Economics, Planning, Sociology or a related field. A Master's degree is highly desirable.

Experience: Three years of increasingly responsible experience with housing programs, construction industry, financial institutions, real estate and local agencies is required.

License: Possession of a valid Class C California Driver's License.

R: 02/2007